



DEPARTMENT OF THE ARMY  
United States Army Garrison Baden-Wuerttemberg  
Unit 29237  
APO AE 09102

IMEU-BW-LGO

1 Jun 09

SUBJECT: Staff Assistance Visit Standard Operating Procedure

1. PURPOSE: (1) To assist, teach, and train subordinate staff sections on how to meet the standards to operate effectively within particular fictional area. (2) To establish supply discipline as a regulatory guidance. (3) To standardize supply discipline requirements. (4) To make USAG-Baden-Wuerttemberg more efficient with respect to time spent monitoring subordinate's action. (5) To eliminate repeat findings of noncompliance with policy and procedures. (6) To ensure compliance with DA supply policy and procedures. (7) To identify problems and permit timely corrective action within the chain of command. (8) Serve as a checklist for internal management controls.
2. SCOPE: These procedures are applicable to all subordinate units assigned and attached to USAG- Baden-Wuerttemberg.
3. REFERENCES: AR 710-2 and AR 1-201.
4. RESPONSIBILITIES:
  - a. Directorate of Logistics (DOL) :
    - (1) Appointment of USAG- Baden-Wuerttemberg SAV Inspectors.
    - (2) Exercise overall staff supervisory responsibility and authority over SAV program and inspection within this command.
    - (3) Notify the Garrison Commander in cases of repeat findings.
  - b. Chief, Plans and Operations Division:

Responsible for supervise the oversight and administration of the SAV.
  - c. Subordinate Commanders:
    - (1) Implement an aggressive CSDP by using existing resources.  
Examples of existing assets are: Command Inspection Program;

Organizational Inspection Program; Staff Assistance Visits; Internal Reviews; staff personnel; etc.

5. PROGRAM GUIDANCE: To assure proper implementation of the CSDP, the Intent of the program is as follows:

- a. The CSDP/SAV is designed for implementation by the chain of command and is identified as the commander's program directed at eliminating noncompliance with supply regulations. To accomplish this, the SAV assists commanders by making them aware of supply conditions in their command.
- b. The SAV is to assist, teach, and train subordinate staff sections on how to meet the standards to operate effectively within particular fictional area.
- c. Staff Visits are a necessary part of the USAG- Baden-Wuerttemberg in order to monitor performance and compliance.
- d. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon.

6. Visit:

a. Each command level is required to visit the immediate lower level of operation. The Commander, USAG- Baden-Wuerttemberg reserves the right to bypass any subordinate element headquarters and conduct SAV evaluations at any level throughout the command. In all instances where a subordinate element is evaluated by representatives of USAG-BW, at a level more than one level below, the brigade headquarters above the unit being evaluated will be notified in advance.

- b. At the completion of the visit by higher headquarters, teaching and training opportunities will be provided.
- c. Parent organizations will conduct formal evaluations of subordinate levels on a periodic basis in accordance with AR 710-2, appendix B, and table B, to:

d. Each parent organization will maintain a file of the visit on record/file:


- (1) Date of evaluation.
- (2) Evaluated organization.
- (3) Findings and observations.
- (4) Repeat findings.

## Visit Procedures:

- (1) A team member will record findings on each applicable requirement in the requirements' listing. The results of the last visit will also be reviewed to confirm past discrepancies were resolved.
- (2) The organization's commander/supervisor will be briefed on the findings upon the completion of the visit. For each finding, the commander/supervisor, along with the SAV coordinator from DOL, will establish a suspense date for resolution.
- (3) The chain of command will be notified of repeat findings upon the completion of the visit in order to reestablish compliance.
- (4) The visited organization will be provided with one copy of a feedback completed SAV.

## 7. SUMMARY: The sequence of events will be as follows:

- a. Organization is visited.
- b. Organization, and DOL, establishes suspense date for corrective action(s).
- c. Commander/supervisor is are encouraged to use visit results to improve operations.
- d. Next routine evaluation occurs and will include a review of corrective action, findings or observations.
- e. Point of contact for this SOP is Mr. Amaury Ochart, DSN 373-5368 or [Amaury.Ochart@eur.army.mil](mailto:Amaury.Ochart@eur.army.mil).

  
Matthew L. Thomas  
Chief, Plans and Operations